

Position Title: Donor Database Coordinator - Part-time (24-29 hrs a week)
Non-Exempt, Reports to Resource Development and Public Relations Director

Full consideration will be given to applications received by 17 June with later submissions reviewed as needed until position is filled.

Position Summary: Responsible for coordinating the agency's donor database, actively participates as a Resource Development team member, providing routine support to the Resource Development/Public Relations Director and other agency departments as needed in the development and use of donor database.

Responsibilities:

1. Coordinates gift processing, including the accurate entry of donors, problem-solving inconsistencies or missing data, maintaining confidential donor files, and producing and proofreading thank you letters.
2. Updates and verifies data in the donor database system, working with department leaders to maintain accurate records throughout the agency.
3. Creates systems to gather accurate and thorough information about Kalamazoo Loaves & Fishes resources.
4. Produces, proofreads, and edits communications generated through donor database for accuracy, including thank you letters, newsletter mailing lists, annual appeal mailing lists, etc. to support the Resource Development/ Public Relations Director.
5. Runs Tribute/Memorial report for newsletter mailing.
6. Maintains an efficient system for filing or routing source documents after entry for review and auditing purposes.
7. Creates custom queries, utilizes and revises current queries, and runs reports based needs of Resource Development/Public Relations Department. Also produces reports and writes queries for other agency leaders as needed to meet agency needs (prior approval from Department Director for large projects).
8. Works with agency leaders to establish a donor database orientation and training program.
9. Creates, updates, and revises donor database procedures, as appropriate.
10. Assists the Executive Director with board mailings and maintaining board records.

Principal Accountabilities:

1. Maintain confidential donor information
2. Fluency with donor database
3. Accurate and timely entry of donor information
4. Develop and run queries, update current reports, and create new reports
5. Communication with donors and agency supporters
6. Create and organize monthly board of trustee communications and maintain board records
7. Work within the resource development/public relations department and other agency teams to promote the agency mission

Qualifications:

1. Bachelor's Degree required
2. Database experience and data analysis experience required
3. Strong written and verbal skills required
4. Self-motivated; able to work both independently and as part of a team
5. Well-organized, detail oriented, and accurate
6. Ability to communicate with a diverse volunteer and client population (by email and phone)
7. Ability to communicate effectively and efficiently with donors (by email and phone)
8. Expert knowledge of Microsoft Office Suite
9. Working expertise of modern office equipment (copier, fax, and document scanning)

Submit resumes, by June 17 to:

Jennifer Johnson

Resource Development & Public Relations Director

Kalamazoo Loaves & Fishes

913 E. Alcott Street

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